

AUTHORIZED ATTACHMENT I

**INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES**

Computer Consultants Corporation Price List covering Open Classes in Office Software, Graphics & Desktop Publishing, Web Development, MCDST and MCSE Courses, and Price List Covering Select Private Classes and Consulting Projects

**SIN 132-50 – TRAINING COURSES FOR INFORMATION TECHNOLOGY EQUIPMENT
AND SOFTWARE (FPDS Code U012)**

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Contract Number: GS35F0624S

Period Covered by Contract: September 11, 2006 thru September 10, 2011

Federal Supply Service

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INFORMATION FOR ORDERING ACTIVITIES
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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
☐ The Geographic Scope of Contract will be overseas delivery only.
☒ The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. Contractor's Ordering Address and Payment Information:

Computer Consultants Corporation
 818 18th Street, N.W.
 Suite 1000
 Washington D.C., 20006

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

202-785-8000

Liability for Injury or Damage:

202-785-8000

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: **175326552**

Block 30: Type of Contractor - **B**

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - Yes

Block 36: Contractor's Employers Identification (EIN) Number: 14-1864168

4a. CAGE Code: **02CP1**

4b. Contractor **has** registered with the Central Contractor Registration Database.

5. FOB Destination:

Not Applicable

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

_____ Days

_____ Days

Not Applicable

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. Discounts:

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: ____% - ____ days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity
- c. Dollar Volume
- d. Government Educational Institutions

Government Educational Institutions are offered the same discounts as all other Government customers.

- e. Other

8. Trade Agreements Act of 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. Statement Concerning Availability of Export Packing:

Not Applicable

10. Small Requirements:

The minimum dollar value of orders to be issued is \$_____. \$_____.

Not Applicable

11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,500,000: Special Item Number 132-50 - Training Courses

**2. Use of Federal Supply Service Information Technology Schedule Contracts. In accordance with FAR Special Item Number 132-3 - Leasing of Product
Special Item Number 132-4 – Daily / Short Term Rental
Special Item Number 132-8.404:**

[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) 132-51 IT Professional Services - Purchase of Equipment

Special Item Number 132-12 – Maintenance of Equipment, Repair Service, and Repair Parts/Spare Parts

Special Item Number 132--32 - Term Software Licenses

Special Item Number 132-33 - Perpetual Software Licenses

Special Item Number 132-34 – Maintenance of Software

Special Item Number 132-51 - Information Technology (IT) Professional Services

Special Item Number 132-52 - Electronic Commerce (EC) Services; **refer to the terms**

Special Item Number 132-53 – Wireless Services

Special Item Number 132-60 – Authentication Products and **conditions for those SINs.]**

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

a. Orders placed at or below the micro-purchase threshold. ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--

(1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;

(2) Trade-in considerations;

(3) Probable life of the item selected as compared with that of a comparable item;

(4) Warranty considerations;

(5) Maintenance availability;

(6) Past performance; and

(7) Environmental and energy efficiency considerations.

c. Orders exceeding the maximum order threshold. Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

Review additional Schedule Contractors'

(1) catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;

- (b. The Maximum Order value for the following Special Item Numbers (SINs) is \$25,000:
Special Item Number 132-50 - Training Courses

12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS

REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

(1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

(2) Offer the lowest price available under the contract; or

(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

d. Blanket purchase agreements (BPAs). The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

e. Price reductions. In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price or when a BPA

is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

f. Small business. For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

g. Documentation. Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement, in excess of the micro-purchase threshold, is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not Applicable

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

(20. BLANKET PURCHASE AGREEMENTS (BPAs))

The use of BPAs) as "...a simplified method of filling anticipated under any schedule contract to fill repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows: is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement,

regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee Reporting, i.e., each contractor (team member) must report sales and remit the products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

Not Applicable

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

Not Applicable IFF for all

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL
INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE
(SPECIAL ITEM NUMBER 132-50)**

1. SCOPE

- a. The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- b. The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

- a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- c. The ordering activity reserves the right to substitute one student for another up to the first day of class.
- d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited, **non-time-sensitive email** support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

Description of various IT courses available as Open Classes:

Office Applications:

Microsoft Word Introduction (Office 2007)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Familiarity with Microsoft Windows.

Objective(s): Students will learn to create, format, and print documents using Microsoft Word.

Working with Word Basics

Presenting Word 2007

Starting Word

Opening Documents

Working with the Word 2007 Interface

Navigating in a Word Document

Getting Help in Word 2007

Business Letters

Defining Typical Business Letter Styles

Inserting Text

Saving Your Work

Selecting Text

Editing Text

Working With AutoCorrect

Moving and Copying Text

Switching Between Documents

Creating a Memorandum

Typing a Memorandum

Working with Page Breaks

Working with Proofreading Tools

Formatting Text

Working with Fonts and Themes

Working with Find and Replace

Using Paragraph Formatting

Indenting Text

Using Custom Tab Stops

Using Bulleted and Numbered Lists

Microsoft Word Intermediate (Office 2007)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Microsoft Word 2007 or familiarity with its topics.

Objective(s): To expand on basic skills, including using more advanced formatting techniques, create tables and charts, perform a mail merge, and use section breaks and other features to create more sophisticated documents in Microsoft Word.

Working With Tables

Formatting and Page Background

Working With Section Breaks

Working With Footnotes and Endnotes

Using Word Art, Clip Art, and Smart Art

Inserting Captions and a Table of Figures

Navigating the Long Documents

Working with Templates

Working With Page Orientation and Size

Using Mail Merge

Setting Margins

Microsoft Word Advanced (Office 2007)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Intermediate Microsoft Word 2007 or familiarity with its topics.

Objective(s): To expand intermediate skills, including advanced techniques for working with tables and graphics, creation of macros and forms, and Word's integration and collaboration features.

Organizing Long Documents

Collaborating in Word

Using Macros and Forms

Integrating Word and Other Programs

Integration With Other Office Programs

Microsoft Excel Introduction (Office 2007)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Basic experience using Windows and Keyboarding.

Objective(s): Students learn basic skills for creating, formatting, and printing spreadsheets and charts in Microsoft Excel.

Exploring Excel 2007

Starting Excel

Working with Tabs and Ribbons

Working with Numbers

Closing Workbooks

Editing, Viewing, and Printing Worksheets

Editing Entries

Working with Cut, Copy, and Paste

Clearing Cell Contents and Formats

Exploring the Many Views of Excel

Working with Formulas and Functions

Using Cell References in Formulas

Presenting Excel 2007

Exploring the Excel Program Window

Entering Data in Excel

Understanding Save Concepts

Exiting from Excel

Opening Workbooks

Selecting Cells and Ranges

Using Undo and Redo

Using Auto Features

Printing Worksheets

Creating Formulas

Microsoft Excel Intermediate (Office 2007)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Familiarity with Introductory (Level 1) Excel 2007.

Objective(s): To build on fundamental Excel 2007 skills and learn to work with large worksheets; use templates; manage multiple-sheet workbooks; and create tables and outlines.

Working with Large Spreadsheets

Using Templates and Illustration Tools

Using Financial Functions and Data Analysis

Creating and Exploring Excel Databases

Managing Multiple-Sheet Workbooks

Microsoft Excel Advanced (Office 2007)

\$240.00 per person

Length of Course: 1 class day (6 hours)

Prerequisites: Intermediate Excel 2007 or demonstrated familiarity with its topics.

Objective(s): To expand on intermediate skills, including creating PivotTables and PivotCharts, using Excel's database and data analysis tools, and collaborating.

Working with Lookup Functions Custom

Exploring Macros

Using Advanced Formating and Analysis Tools

Templates and Auditing

Creating Tables and PivotTables

Collaborating in Excel

Microsoft PowerPoint Introduction (Office 2007)

\$240.00 per person

Length of Course: 1 class day (6 hours)

Prerequisites: Basic experience using Windows and Keyboarding.

Objective(s): To learn the basics of creating, formatting, printing, and running PowerPoint presentations.

Creating and Delivering a Presentation

Using Document Themes

Delivering the Slide Show

Working with Slides

Formatting Your Presentation

Printing Your Presentation

Working with Clip Art

Using Slide Animation

Presenting PowerPoint

Creating a Basic Presentation

Designing the Presentation

Working with Outlines

Using the Slide Sorter

Adding Clip Art, Sound, and Animation

Working with Animation

Working with Objects

Inserting Charts
Creating SmartArt Diagrams

Working with External Excel Documents

Microsoft PowerPoint Intermediate (Office 2007)

\$240.00 per person

Length of Course: 1 class day (6 hours)

Prerequisites: Introduction to PowerPoint 2007 or demonstrated familiarity with its topics.

Objective(s): To expand on introductory skills, including advanced formatting, customizing presentations, adding interactivity, and using multimedia.

Printing Presentations

Adding Multimedia to Presentations

Multimedia

Audio

Visual

Flash

Animating Video

Slide Timings

Tables in Presentations

Creating Tables

Customizing Tables

Table Styles

Using the Format Painter

Creating Complex Presentations

Microsoft PowerPoint Advanced (2007)

\$240.00 per person

Length of Course: 1 day (6 hours)

Prerequisites: Intermediate PowerPoint 2007 or demonstrated familiarity with its topics.

Objective(s): To expand on intermediate skills, including creating online presentations, presentation collaboration, transporting presentations, and integrating with previous versions and applications.

Creating Online Presentations

Connecting Presentations

Editing Linked and Embedded Presentations

Saving a Presentations as a Web Page

Working with Online Collaboration

Collaborating Online

Working with Comments

Comparing and Merging Presentations

Using the Research Pane

Transporting Presentations

Preparing to Present

Delivering the Presentation

Integrating with Other Programs

Compatibility with Previous Versions of Office

Working with Word Integration

Embedding an Excel Spreadsheet

Scheduling a Reminder in Outlook

Microsoft Access Introduction (Office 2007)

\$240.00 per person

Length of Course: 1 class day (6 hours) Prerequisites: Basic experience using Windows and keyboarding.

Objective(s): Students will learn the fundamental skills required for the effective use of Microsoft Access 2007. Topics covered include an introduction to Access to the new Ribbon interface, database concepts, building, managing and maintaining databases containing numerous objects.

Introduction

Basic Database and File Management

Building a Database

Using an Access Database

Managing a Database

Maintaining a Database

Microsoft Access Intermediate (Office 2007)

\$240.00 per person

Length of Course: 1 class day (6 hours) Prerequisites: Working in a Windows environment and Introductory Access 2007 or equivalent experience.

Objective(s): Students learn the intermediate skills required for the use of MS Access 2007, including the Office 2007 environment and the new Ribbon interface, relational database concepts, querying databases, customizing input forms, and creating custom reports.

Designing a Relational Database

Querying a Database

Customizing Input Forms

Creating Custom Reports

Microsoft Access Advanced (Office 2007)

\$240.00 per person

Length of Course: 1 class day (6 hours)

Prerequisites: Introductory and Intermediate Access 2007 or equivalent experience.

Objective(s): Students learn advanced skills required for the effective use of Microsoft Access 2007 in the Microsoft Fluent User Interface, including Advanced Queries, Database Joins, setting up complex Forms, developing multipart complex reports, customizing the database interface, and Access Integration.

Access Advanced Queries
Creating Complex Reports
Microsoft Access Integration

Creating Complex Forms
Customizing the Database Interface

Microsoft Outlook Introduction (Office 2007)

\$240.00 per person

Length of course: 1 class day (6 hours) Prerequisites: Basic experience using Windows and keyboarding.

Objective(s): Students learn how to compose and send emails, schedule appointments and meetings, manage contact information and tasks, and use notes.

Getting Started with Outlook
Organizing Messages
Scheduling Appointments
Managing Tasks and Notes

Composing Messages
Managing Contacts
Scheduling Meetings

Microsoft Outlook Intermediate (Office 2007)

\$240.00 per person

Length of course: 1 class day (6 hours) Prerequisites: Familiarity with previous Outlook versions, Microsoft Windows, and Introductory Knowledge of Outlook 2007.

Objective(s): This course is designed for experienced Outlook users who need to customize their environment, Calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items.

Setting Calendar Options
Teaching Work Activities Using the Journal
Sharing Folder Information
Locating Outlook Items

Customizing Message Options
Managing Tasks
Customizing the Outlook Environment
Working with Public Folders

Microsoft Outlook Advanced (Office 2007)

\$240.00 per person

Length of Course: 1 class day (6 hours) Prerequisites: This course assumes that you are able to use Windows to manage information on your computer and that you have an intermediate knowledge of Outlook 2007.

Objective(s): This course is for persons with an intermediate understanding of Outlook 2007 and who need to use Outlook to personalize and organize their email, Outlook items, manage Outlook data files, share and link contacts, create forms, and work offline and remotely.

Personalizing Your Email
Managing Outlook Data Files
Saving and Archiving Email
Working Offline and Remotely

Organizing Outlook Items
Working with Contacts
Creating a Custom Form

Windows Vista End User (Office 2007)

\$405.00 per person

Length of Course: 1 class day (6 hours) Prerequisites: Some experience working in either a Windows XP or Windows 2000 operating system environment is required.

Objective(s): Students will be able to examine the various changes and new interface components of the Windows Vista environment, use new Windows Vista functions to search for folders and files, work with the new organizational and productivity tools and applications provided in Windows Vista, share data and

collaborate with other users using the networking and sharing options of Windows Vista, enhance system performance by using several features provided by Vista, and enhance your system security against online threats and unauthorized access.

Exploring Windows Vista
Working with New Tools and Applications in Windows Vista
Enhancing Performance in Windows Vista

Searching for Folders and Files
Networking to Share and Collaborate
Enhancing System Security

Private Group Pricing For Up To 8 Students

Microsoft Office 2007

Migration to Microsoft Office 2007	\$880.00
Microsoft Word Introduction – 1 class day	\$880.00
Microsoft Word Intermediate – 1 class day	\$880.00
Microsoft Word Advanced – 1 class day	\$880.00
Microsoft Excel Introduction – 1 class day	\$880.00
Microsoft Excel Intermediate – 1 class day	\$880.00
Microsoft Excel Advanced – 1 class day	\$880.00
Microsoft PowerPoint Introduction – 1 class day	\$880.00
Microsoft PowerPoint Intermediate – 1 class day	\$880.00
Microsoft PowerPoint Advanced – 1 class day	\$880.00
Microsoft Access Introduction – 1 class day	\$1760.00
Microsoft Access Intermediate – 1 class day	\$1760.00
Microsoft Access Advanced – 1 class day	\$880.00
Microsoft Outlook Introduction – 1 class day	\$880.00
Microsoft Outlook Intermediate – 1 class day	\$880.00
Microsoft Outlook Advanced – 1 class day	\$880.00
Windows Vista End User – 1 class day	\$980.00

Private Group Pricing For Up To 6 Students

MCSE Courses:

Installing, Configuring, & Administering Windows Vista Professional (70-620) – 3 class days	\$6,600.00
Designing Security for a Windows Server 2003 Network (70-298) – 4 class days	\$8,800.00
Implementing and Maintaining Microsoft SQL Server 2005 (70-431) – 3 class days	\$8,800.00

Office Applications:

Microsoft Word Introduction (Office 2003)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Familiarity with Microsoft Windows

Objective(s): Students will learn to create, format, and print documents using Microsoft Word.

Starting Word
Basic Editing
Managing Documents
Formatting Documents
Editing Tools

Writing Tools
Formatting Paragraphs and Lists
Page Formatting and Printing
Including Pictures
Working with Tables

Microsoft Word Intermediate (Office 2003)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Microsoft Word or demonstrated familiarity with its topics.

Objective(s): To expand on basic skills, including using more advanced formatting techniques, creating tables and charts, performing a mail merge, and using section breaks and other features to create more

sophisticated documents in Microsoft Word.

Intermediate Formatting and Editing
 Symbols and Special Characters
 Styles
 Templates
 Columns

Tables and Charts
 Working with Long Documents
 Collaboration
 Web Features
 Mail Merge

Microsoft Word Advanced (Office 2003)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Intermediate Microsoft Word or
 demonstrated familiarity with its topics.

Objective(s): To expand on intermediate skills, including advanced techniques for working with tables and graphics, the creation of macros and forms, and Word's integration and collaboration features.

Advanced Table Techniques
 Incorporating Excel
 Advanced Type and Graphics

Advanced Editing
 Macros and Forms
 Integration and Collaboration

Microsoft Excel Introduction (Office 2003)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Familiarity with Microsoft Windows.

Objective(s): Learn basic skills for creating, formatting, and printing spreadsheets in Microsoft Excel.

Starting Excel

Entering and Changing Data

Formatting Cells

Formulae

Common Functions

Rearranging worksheets

Productivity and Editing Tools

Rearranging worksheets

Printing Worksheets

Basic Chart Options

Dealing with large sheets

Microsoft Excel Intermediate (Office 2003)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Excel or demonstrated familiarity with its topics.

Objective(s): To expand on introductory skills, including adding graphics, using more complex functions, working with multiple worksheets, and creating templates.

Working with Graphics

Financial Functions

Data Analysis

Formatting Cells

Multiple-Sheet Workbooks

Named Ranges

Templates

Collaboration Tools

Web Features

Microsoft Excel Advanced (Office 2003)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Intermediate Excel or demonstrated familiarity with its topics.

Objective(s): To expand on intermediate skills, including creating PivotTables and PivotCharts, using Excel's database and data analysis tools, and recording and running macros.

Database Features

PivotTables and PivotCharts

Data Analysis Tools

Integration and Collaboration

Working with Multiple Workbooks

Macros and Toolbars

Microsoft PowerPoint Introduction (Office 2003)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Familiarity with Microsoft Windows.

Objective(s): To learn the basics of creating, formatting, printing, and running PowerPoint presentations.

Presenting PowerPoint
 Creating Slides
 Editing Tools
 Formatting Text
 Working with Outlines

Working in Slide Sorter View
 Printing Slides
 Adding Graphical Elements
 Slide Animations
 Formatting Slides
 Running a Slide Show

Microsoft PowerPoint Advanced (Office 2003)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to PowerPoint or demonstrated familiarity with its topics.

Objective(s): To expand on introductory skills, including advanced formatting, customizing presentations, adding interactivity, and using multimedia.

Formatting Text
 Formatting Charts
 Working with Tables
 Object Linking and Embedding
 Creating Custom Design Templates

Adding Multimedia
 Manipulating Graphics
 Advanced Navigation
 Producing a Slide Show
 Exporting PowerPoint Files

Microsoft Access Introduction (Office 2003)

\$515.00 per person

Length of course: 2 class days (12 hours)

Prerequisites: Introduction to Windows, or equivalent exposure.

Objective(s): The student will learn to create a database; add, edit, and delete records; design queries and forms; and create and print reports.

Basic Database and the Access Environment
 Basic Database File Management
 Creating a Database Table
 Working with a Database Table
 Searching a Database

Basic Queries
 Basic Forms
 Basic Reports
 Establishing Table Relationships

Microsoft Access Advanced (Office 2003)

\$515.00 per person

Length of course: 2 class days (12 hours)

Prerequisites: Introduction to Access or equivalent experience.

Objective(s): Students will learn advanced techniques for working with tables, queries, forms, and reports. Database maintenance, security, and automation features will also be explored.

Advanced Table Techniques
Advanced Query Techniques
Advanced Form Techniques

Office and Web Integration Features
Advanced Report Techniques
Database Administration and Maintenance
Access Automation

Microsoft Outlook Introduction (Office 2003)

\$240.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Windows, or equivalent experience.

Objective(s): The participant will learn to use Outlook and take advantage of the many features available within the software to save time and enhance efficiency.

Learning Outlook Basics
Using Help
Using Messaging
Managing Contacts

Working with the Calendar
Managing Tasks
Using Notes
Working with the Journal

Microsoft Outlook Advanced (Office 2003)

\$430.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Windows, or equivalent experience.

Learning Objectives: Students will learn about the advanced features Outlook. They will learn to customize Outlook to meet their needs, import and export data, and share information with others.

Installing Outlook & Mail Setup
Customizing the Outlook Screen
Designing Custom Views
Using Print Styles
Creating and Applying Rules

User Preferences
Importing & Exporting Data
Integrating with Other Office Applications
Sharing Data
Offline Settings

Windows 2000 End User

\$330.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: No prior computer experience needed.

Objective(s): Students will learn the basics of using the Windows operating system

Touring the Windows 2000 Desktop
 The Windows 2000 Environment
 Working with the Windows 2000 Hierarchy

Using Windows Explorer
 Working with Windows 2000 Programs
 Customizing the Windows 2000 Desktop

Windows XP End User

\$330.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: No prior computer experience needed.

Objective(s): Students will learn the basics of using the Windows XP operating system

Windows XP User Interface
 The Windows XP environment
 The Desktop
 Running a Program
 Using Internet Explorer
 Running multiple programs

Cutting, Copying and pasting
 Managing documents and folders
 Printing/ Recycling/Deleting
 Windows Media Player
 Customizing Windows XP

WordPerfect Introduction

\$375.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Windows or equivalent experience.

Objective(s): Students will learn to create and edit documents in WordPerfect, as well as to format text, paragraphs, and page appearance.

WordPerfect Basics
 Editing and Navigating Documents
 Formatting Text
 Modifying Text
 Proofing a Document

Formatting Paragraphs
 Using Tabs
 Creating Tables
 Formatting Page Appearance

WordPerfect Intermediate

\$375.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Basic understanding of Windows and intermediate knowledge of WordPerfect.

Objective(s): Students will learn to use advanced formatting features, including headers, footers, footnotes, and multi-level page numbering. Students will also learn to create columns and tables, and perform a mail merge.

Multiple-Document Operations
Advanced Page Numbering
Footnotes and Endnotes
Columns
More Document Formatting

Basic Tables
Merging
Labels and Envelopes
Advanced Printing

WordPerfect Advanced

\$375.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Intermediate WordPerfect or equivalent experience

Objective(s): Students learn to create and work with outlines, graphic and text boxes, and templates. Students will also learn basic macro concepts, and will be able to create and work with simple macros.

Advanced Tables
Outlines
Indexes, Table of Contents, and Table of Authorities
Styles
Graphics, Text Boxes & Text Art

Document Templates
Web Pages w/Internet Publisher
Equations
Macros
Customizing WordPerfect

Web Development:**HTML Introduction**

\$425.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Knowledge of Windows and the use of a web browser.

Objective(s): This course introduces students to hypertext markup language and its use in developing web pages. Students will learn to write pages by hand that include graphics and text, identify coding problems, use inline styling, and use tables for data and page layout.

Getting Started
Introducing HTML
Web Basics
Creating a Basic Page
Formatting Text
Formatting Text Blocks

Adjusting Page Attributes
Creating Links
Working with Images
Working with Tables
Publishing a Web Site

HTML Advanced

\$425.00 per person

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to HTML Web Development, or equivalent knowledge.

Objective(s): Students will be able to create fill-in forms, build Cascading Style Sheets for formatting, include media files, use frames for page layout, and use basic JavaScripts.

Inserting META tags
Table Formatting
Defining Image Maps
Embedding media files
Cascading Style Sheets

Working with Frames
Building Fill-in Forms
Introduction to JavaScript

Dreamweaver Introduction

\$800.00 per person

Length of course: Two class days (12 hours)

Prerequisites: Familiarity with Windows and the internet. Experience with any graphic design or publishing software.

Objective(s): Students learn to create, update, and publish web sites using Dreamweaver.

Getting Started
Web basics
Page Building Basics
Working with Text
Working with Images
Working with Links

Advanced Image Options
Working with Tables
Custom Layout Using Tables
Working with Forms
Cascading Style Sheets
Site Management

Dreamweaver Advanced

\$425.00 per person

Length of course: 1 class days (6 hours)

Prerequisites: Dreamweaver Comprehensive Introduction, or equivalent experience

Objective(s): Students will learn to use frames, layers, templates, server side includes, behaviors, forms, and database integration to develop a powerful, interactive website.

Cascading Style Sheets
Using Frames
Libraries and Templates
Server Side Includes (SSI)
Working with Layers

Multimedia
Creating Dynamic Pages
XML Features
Working with Form Data

FrontPage Comprehensive Introduction

\$800.00 per person

Length of course: Two class days (12 hours)

Prerequisites: Familiarity with Windows and the internet. Experience with any graphic design or publishing software

Objective(s): Students will learn to create, update, and publish web sites using Microsoft FrontPage

The FrontPage Environment
Web basics
Page Building Basics
Working with Text
Working with Images
Working with Links

Advanced Image Options
Working with Tables
Working with Forms
Cascading Style Sheets
Special Features
Site Management

JavaScript Comprehensive Introduction

\$950.00 per person

Length of course: Two class days (12 hours)

Prerequisites: Participants should be well-versed with the Internet and writing HTML code

Objective(s): Students will learn to use JavaScript to make their Web pages interactive and dynamic, to validate user input forms, and to personalize Web pages with cookies.

Differences between JavaScript and HTML
Basics of JavaScript
JavaScript Objects
Animation and Sound
Browser Interaction

Forms and Validation
Working with Forms
Cookies
Dynamic HTML (DHTML)
Helpful Resources

Flash Comprehensive Introduction

\$950.00 per person

Length of course: Two class days (12 hours)

Prerequisites: Experience with HTML and any graphic design software.

Objective(s): Students will learn to create and manipulate vector graphics, to morph or tween shapes, and to integrate sound and animation into web pages.

The Flash Interface
Flash Basics
Creating Vector Graphics
Creating and Editing Text
Layers and Keyframes
Creating Simple Animation

More Animation Features
Symbols and Instances
Cookies
Interactivity
Sound
Management
Testing and Publishing

XML Comprehensive Introduction

\$1,575.00 per person

Length of course: Three class days (18 hours)

Prerequisites: A solid understanding of HTML and at least one web programming language

Objective(s): Students learn to create well-formed, valid XML documents and apply DTDs, XML Schema, & XSLT.

Introduction to Extensible Markup Language
Creating an XML Document
DTDs
XML Schema
Namespaces

XHTML
XPath
Using Cascading Stylesheets (CSS) with XML
XSLT
Processing XML
XML Linking

ASP.NET Developer Class

\$1,575.00 per person

Length of course: Three class days (18 hours)

Prerequisites: Proficiency in HTML and experience in using Visual Basic or VBScript.

Objective(s) Students learn to create a simple Active Server Page (ASP) .NET Application that delivers dynamic content to the Web. The course covers Web Forms, the handling of Events, Web Controls, and input validation, using the new Web Application Architecture and Web Services features.

Working with ASP.NET
Creating ASP.NET
Using ADO.NET to Access Data

Using Trace in ASP.NET Pages
Using Web Services
Creating as ASP.NET Web Application

ColdFusion Comprehensive Introduction

\$950.00 per person

Length of course: Two class days (12 hours)

Prerequisites: Good working knowledge of HTML and of at least one commercial database product (SQL Server, Oracle, Access, etc)

Objective(s): Students learn to begin building dynamic and interactive Web applications using ColdFusion.

How ColdFusion Works

Working with Variables and Expressions

Conditional Processing

Looping

Redirects and Reuse

The Application Framework

Form Variables

Using Databases

More SQL

URL Variables

Interactivity

Application and Server Variables

Session State Management

Lists

Graphics and Desktop Publishing:**Adobe Acrobat Introduction**

\$425.00 per person

Length of Course: 1 class day (6 hours) Prerequisites: Introduction to Windows or equivalent experience.

Objective(s): In this course students will learn about the basic features of Adobe Acrobat. They will learn how to create, manage, and edit PDF (Portable Document Format) Files.

Introduction to Acrobat

Navigation Controls

Editing PDF Files

Distributing PDF Files

The Basics of Acrobat

PDF File Creation

Working with Annotations

Form Development

Adobe Acrobat Advanced

\$425.00 per person

Length of Course: 1 class day (6 hours) Prerequisites: Introduction to Adobe Acrobat or equivalent experience.

Objective(s): In this course students will focus on the advanced features of Adobe Acrobat. They will learn how to develop forms, use multimedia tools in Acrobat, and use JavaScript to enhance PDF files.

Basics of Form Development

Additional Form Options

Multimedia

Indexes

Acrobat's Security Tools

Creating and Using Forms

Acrobat Distiller

Buttons

JavaScript Functions

Photoshop Introduction

\$425.00 per person

Length of course: One class day (6 hours) Prerequisites: Familiarity with Microsoft Windows or Mac OS.

Objective(s): This class familiarizes the students with the fundamental concepts in Adobe Photoshop, including basic graphics terminology, how to work with layers, how to insert text and draw, how to use basic composition tools, and how to save graphics for the web.

Getting Started

Selections and Cropping

Basic Terminology

Working with Text

Using Layers
Using Drawing Tools
Using Filters

Blending Options
Advanced Composition Tools
File Formats

Photoshop (Photo Retouching)

\$425.00 per person

Length of course: One class day (6 hours)

Prerequisites: Introductory Adobe Photoshop or demonstrated familiarity with its topics.

Objective(s): Students learn about enhanced photographic selection, masking, and retouching tools in Photoshop CS. Students learn to make and save paths and alpha channels, create and edit masks, and use basic retouching tools to correct photos

Managing Digital Pictures
Selection Techniques
Color Corrections
Paths and Channels

Type Effects
Masking Photos
Fixing Bad Photos
Batch Processing

Photoshop for the Web

\$425.00 per person

Length of course: One class day (6 hours)

Prerequisites: Introductory Adobe Photoshop or demonstrated familiarity with its topics

Objective(s): Students learn about Photoshop concepts that are important for web designers. By introducing Photoshop's companion product ImageReady, students learn to create optimized web graphics, how to pick the appropriate image format for a particular item, and how to create advanced effects such as image rollovers, and animated graphics.

Special Concerns on the Web
Image Optimization
Introducing ImageReady
Paths and Channels

Type Effects
Masking Photos
Fixing Bad Photos
Batch Processing

Illustrator Comprehensive Introduction

\$425.00 per person

Length of course: One class day (6 hours)

Prerequisites: Basic understanding of Windows and basic knowledge of some graphic software (Photoshop, Draw!, Painter, etc.)

Objective(s): Students will learn the basics of vector-based graphic design. They will learn about text as art, and rasterization techniques to maximize output without sacrificing quality of web and print media.

What makes Illustrator Different
Learning the Illustrator Layout
Introduction to Drawing
Vector Drawing Techniques
Stylization
The Many Worlds of Selection

Modifying Objects
More Object Modification
Layers
Text in Illustrator
Symbols and Graphs
Saving Your Work

Fireworks Comprehensive Introduction

\$825.00 per person

Length of course: Two class days (12 hours)

Prerequisites: An introduction to Windows and the Internet, and knowledge of how to launch an application, create and save files, and copy files from CDs and other media.

Objective(s): Students will learn to use Macromedia Fireworks to create vector graphics, edit bitmap graphics, optimize images, and create and assign rollover effects for the Web.

The Fireworks Environment
Creating Vector Graphics
Transforming Vector Images and Effects
Bitmap Images
Using Text
Optimizing Graphics for the Web

Hotspot Links
Slicing and Rollovers
Vector Paths
Image Effects
Advanced Rollovers and Slicing
Symbols, Instances, and Animation
Exporting Pages for a Website

InDesign Comprehensive Introduction

\$825.00 per person

Length of course: Two class days (12 hours)

Prerequisites: Familiarity with Microsoft Windows and a word processing program.

Objective(s): Students will be introduced to publishing in Adobe InDesign. They will learn the fundamentals of page layout, including working with text, graphics, printing, and exporting files to Adobe PDF format.

The InDesign Interface
 Publishing Basics
 Working with Text
 Drawing
 Combining Objects
 Working with Graphics

Advanced Typography
 Using Styles
 Advanced Graphics and Drawing
 Color Management
 Working with Master Pages
 Output Options

QuarkXpress Comprehensive Introduction

\$825.00 per person

Length of course: Two class days (12 hours)

Prerequisites: Any word processing background at Introduction level.

Objective(s): Students learn to use QuarkXPress for document creation, formatting, editing, and graphic functions.

Overview of Publishing with QuarkXpress
 Basic Concepts and Terminology
 Creating One Page
 Expanding the Document

Word Processing Functions
 Typography
 Graphics
 Printing

Developer and Project Management Tools:**Java Programming Comprehensive Introduction**

\$2,125.00 per person

Length of course: 4 class days (24 hours)

Prerequisites: Some hands-on knowledge of any programming language.

Objective(s): Students will be introduced to publishing in Adobe InDesign. They will learn the fundamentals of page layout, including working with text, graphics, printing, and exporting files to Adobe PDF format.

What is Java?

Object-Oriented Programming (OOP)

Simple Objects

Classes

The Java Language

Developing the GUI

Overloading in Java

I/O in Java

Design Issues in Java

Java Development Tools

Access VBA Programming Comprehensive Intro

\$1,575.00 per person

Length of course: 3 class days (18 hours)

Prerequisites: Advanced experience using Access is assumed, since this is a developer class.

Objective(s): Students will gain an understanding of the object hierarchy, variables, arrays, constants, functions, message boxes, and input boxes. Controlling program execution and debugging code will also be covered.

Introduction to Programming in Access

Creating Modules

Procedures

Object Programming

The Access Object Hierarchy

Using Variables, Arrays, and Constants

Functions and Boxes

Controlling Program Execution

Debugging Code

Handling Errors

Adding Security to an Application

Microsoft Project Comprehensive Introduction

\$825.00 per person

Length of course: 2 class days (12 hours)

Prerequisites: Introduction to Windows or equivalent exposure.

Objective(s): Students will learn to manage projects by allocating and tracking time, money and resources. They will create new projects, enter task and resource data, and produce task and status reports.

Introduction to Project Management

Creating a Project

Tasks

Managing Resources

Managing the Schedule

Tracking Project Status

Customizing Views

Reports

Printing

Multiple Projects

Crystal Reports Comprehensive Introduction

\$825.00 per person

Length of course: 2 class days (12 hours)

Prerequisites: Familiarity with database concepts and Microsoft Windows.

Objective(s): Students will learn to become proficient in creating and modifying reports. This includes planning a report, creating a basic report, using the Report Explorer, record selection, sorting, grouping and summarizing, charting, basic formulas, and exporting.

Report Design Concepts
Report Design
Record Selection
Sorting, Grouping, and Summarizing
Formatting for Presentation Quality

Linking
Formula Basics
Conditional Reporting
Section Formatting
Charting

MCDST Courses:**Supporting Windows XP Operating System (Exam 70-271)**

\$850.00 per person

Length of course: 2 class days (12 hours)

Prerequisites: An introduction to Windows XP\ Windows 2000, or equivalent experience.

Objective(s): Students will learn to support and troubleshoot common problems encountered by end users working with Windows XP in a Active Directory environment.

Introduction to Supporting Users
Resolving Installation Issues
Resolving Desktop Management Issues

Resolving File and Folder Issues
Resolving Hardware Issues
Resolving Printing Issues
Network Connectivity Issues

Supporting Windows XP Applications (Exam 70-272)

\$850.00 per person

Length of course: 2 class days (12 hours)

Prerequisites: Supporting Users Running Windows XP or equivalent experience preferred

Objective(s): Students will learn to support and troubleshoot common problems encountered by end users working with such applications as Microsoft Office, Outlook Express, and Internet Explorer.

Introduction to Desktop Application Support
Introduction to Troubleshooting Applications
Supporting Microsoft Internet Explorer

Supporting Outlook Express
Supporting Microsoft Office
Supporting Microsoft Outlook

MCSE Certification Courses:

Designing Security for a Windows Server 2003 Network (70-298) – 4 class days \$1,800.00/person

Installing, Configuring, & Administering Windows Vista Professional (70-620) \$1,350.00/person
Length of course: 3 class days (18 hours)

Prerequisites: Familiarity with computer hardware devices, basic TCP/IP knowledge, basic Windows and Archive Directory knowledge, and experience in mapping network file shares, running commands from a command window, and reviewing BIOS settings.

Objective(s): Students learn to install and configure Windows Vista desktops; automate and customize deployments by using script and answer files; and deploy applications during and after operating system deployments.

Upgrading and Migrating to Windows Vista Ultimate Edition	Installing Windows Vista
Configuring Post-Installation System Settings	Sharing Files Using Windows Vista
Configuring Advanced Networking	Configuring User Account Security
Configuring Network Security	Configuring Internet Explorer 7.0

Implementing and Maintaining Microsoft SQL Server 2005 (70-431) \$1,350.00/person
Length of Course: 3 class days (18 hours) Prerequisites: Good grasp of databases and the Windows operating system. At least one year of prior experience with a relational database package.

Objective(s): SQL Server is Microsoft's client-server DBMS. This course provides the participant with the skills required to create SQL Server Databases, perform administrative tasks, and to properly manage the SQL Server system.

Introduction	Installing SQL Server
Creating Databases, Constraints, UDFs	Creating Indexes
Retrieving Data and Getting Answers	Implementing Views
Creating Functions, Stored Procedures, & Triggers	SQL Intergration Services (SSIS)
Backup and Recovery	

Installing,Configuring, & Administering Microsoft Windows 2000 Professional(70-210) \$1,350/person
Length of course: 3 class days (18 hours) Prerequisites: A solid understanding of Networking concepts and PC file structures.

Objective(s): Windows 2000 Professional is the client software in the Windows 2000 family of products. This class is designed for network administrators and software professionals who are entrusted with supporting a network running Windows 2000.

Installing Windows 2000 Professional	Active Directory Services
Configuring Windows 2000 Clients	Security in Windows 2000
Understanding the File System	Network Connectivity
Managing Groups and Users	Printing
	Troubleshooting

Installing,Configuring, and Administering Microsoft Windows XP Professional(70-270) \$1350/person
Length of course: 3 class days (18 hours) Prerequisites: A solid understanding of Networking concepts and PC file structures.

Objective(s): Windows XP Professional is the newest client software in the Windows family of products. It is designed to replace Windows NT and 2000. This class is intended for network and software professionals who are entrusted with the task of supporting clients running Windows XP Professional.

Installing Windows XP Professional
 Configuring Windows XP Professional
 Understanding the File System
 Managing Groups and Users

Security
 Network Connectivity
 Printing
 Troubleshooting

Installing, Configuring, and Administering Microsoft Windows 2000 Server (70-215) \$1,800.00/person

Length of course: 4 class days (24 hours)

Prerequisites: Windows 2000 Client Administration Course.

Objective(s): This class is designed for network administrators and software professionals who are entrusted with supporting a network running Windows 2000 Server.

Windows 2000 Architecture
 Installing Windows 2000 Server
 Using DHCP
 Working with Active Directory
 Domain Name System (DNS)
 Installing the Active Directory
 User Management in the AD
 The Terminal Server

Replicating the Active Directory
 Using Group Policy in the Enterprise
 Managing File Systems
 Using Kerberos
 Security
 Remote Access and VPN's
 Printers
 Troubleshooting
 Using a LDAP and a MetaDirectory

Managing & Maintaining a Windows 2003 Server Environment (70-290)

\$1,800.00/person

Length of course: 4 class days (24 hours)

Prerequisites: Windows 2000 or Windows XP Client Administration course.

Objective(s): Students learn to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data .

Administering Accounts and Resources
 Managing Users, Computer Accounts, and Groups
 Managing Access to Resources
 Managing and Implementing Printing
 Managing Access to Objects in Organizational Units
 Implementing Group Policy
 Managing the User Environment by Using Group Policy

Overview of Windows 2003 Server Security
 Administering a Server
 Monitoring Server Performance
 Maintaining Device Drivers
 Managing Disks and Data Storage
 Software Maintenance Using Windows Server
 Update Services

Implementing and Administering a MS Windows 2000 Network Infrastructure(70-216)

\$1,800.00/person

Length of course: 4 class days (24 hours)

Prerequisites: Good working knowledge of the Windows 2000 Server.

Objective(s): Student learns to install and implement the Windows 2000 networking services.

Overview of Windows 2000 Networking Infrastructure
 Automating Internet Protocol (IP) Address Assignment
 Implementing the DNS Service
 Implementing WINS

Configuring Security with PKI
 Configuring Security Using IPSec
 Configuring Remote Access
 Configuring a Server As a Router
 Deploying Windows 2000 Professional by Using RIS

Implementing, Managing & Maintaining a Win Server 2003 Network Infrastructure (70-291)

\$1,800/person

Length of course: 4 class days (24 hours)

Prerequisites: Managing & Maintaining a Windows 2003 Server Environment (Exam 70-290) or equivalent practical experience in administering client and network operating systems.

Objective(s): This class is designed for network administrators and engineers who are entrusted with the task of designing, implementing and supporting a network running Windows 2003 Server. The class prepares the participant for the MS-Exams 70-291.

Planning and Implementing Server Roles and Security
 Implementing, Managing, & Maintaining IP Addressing
 Implementing and Maintaining Name Resolution
 Plan An Internet Connectivity Strategy

Implementing and Maintaining Routing and Remote Access
 Implement Secure Access Between Private Networks
 Implement a Cluster Server
 Planning a Backup and Recovery Strategy
 Planning for Network Protocol Security

Implementing and Administering MS Windows 2000 Active Directory Services (70-217)

\$1,800.00/person

Length of course: 4 class days (24 hours)

Prerequisites: Substantial prior knowledge and experience with Windows 2000 is required. Familiarity with Windows 2000 server and knowledgeable about installing and implementing networking services within Windows 2000.

Objective(s): Student learns to install, configure and manage the Windows 2000 Active Directory, DNS for Active Directory, and the Active Directory security solutions.

Intro to Active Directory, Logical & Physical Structures
Implementing DNS to Support Active Directory
Creating a Windows 2000 Domain
Administering Users and Groups

Delegating Administrative Control
Using Group Policy to Manage Users and Software
Managing Active Directory Replication
Maintaining the Active Directory Database

Planning, Implementing, & Maintaining a Win 2003 Active Directory Infrastructure (70-94)

\$1,800/person

Length of course: 4 class days (24 hours)

Prerequisites: Windows 2000 or Windows XP Client Administration course.

Objective(s): This class is designed for network engineers who are entrusted with the task of designing, implementing and supporting Active Directory in a network running Windows 2003 Server. The class prepares the participant for the MS-Exams 70-294.

Planning and Implementing an AD Infrastructure
Implementing an AD Directory Service Forest & Domain
Managing an Active Directory Site
Monitoring Active Directory Replication Failures
Restoring Active Directory directory services

Troubleshooting Active Directory
Planning and Implementing User, Computer, and Group Strategies
Planning and Implementing Group Policy Plan & Group Policy Strategy
Managing and Maintaining Group Policy

Designing a Microsoft Windows 2000 Network Infrastructure (70-221)

\$1,350.00/person

Length of course: 3 class days (18 hours)

Prerequisites: Substantial prior knowledge and experience with Windows 2000 is required. Intimate familiarity with the Windows 2000 server and knowledgeable about installing and implementing networking services within Windows 2000.

Objective(s): Students learn to analyze business requirements and design an effective network infrastructure.

Network Topology
Designing a TCP/IP network
Designing a DHCP strategy
Designing Name Resolution services

Designing a multi-protocol strategy
Designing a Distributed file system strategy
Designing for Internet Connectivity
Designing a WAN Infrastructure
Effective Management Strategy

Designing MS Windows Server 2003 Active Directory and Network Infrastructure (70-297)

\$1,800/person

Length of course: 4 class days (24 hours)

Prerequisites: Designing a Microsoft Windows 2000 Network Infrastructure (Exam 70-221)

Objective(s): Students will learn to create a conceptual design by analyzing technical needs, and create a logical and physical design for both active directory infrastructure and network services infrastructure.

Basic Design Principles, Processes and Tasks
Involved in Designing an Active Directory
Structure
Designing a Forest and Domain Infrastructure
Designing a Site Infrastructure
Designing the Administrative Infrastructure

Designing for Group Policy
Designing the Physical Network
Designing for Network Connectivity
Designing a Name Resolution Strategy
Designing the Network Access Infrastructure

Installing, Configuring, and Administering MS Exchange 2000 Server (70-224) \$1,350.00/person

Length of course: 3 class days (18 hours)

Prerequisites: A solid understanding of the Windows Server environment and end-user experience with Outlook is required.

Objective(s): Students learn to configure and manage Microsoft Exchange Server, and to connect to it using Microsoft Outlook.

Introduction to Exchange 2000 and its Capabilities
Installing Microsoft Exchange 2000 and Windows 2000
Administering MS Exchange 2000 to Recipient Objects
Creating and Managing Storage Groups and Stores
Creating and Managing Recipient Objects

Creating and Managing Public Folders
SMTP in Microsoft Exchange 2000
Configuring Internet Protocols
Monitoring Exchange Server
Backup and Recovery

Implementing and Managing Microsoft Exchange Server 2003 (70-284) \$1,350.00/person

Length of course: 3 class days (18 hours)

Prerequisites: Familiarity with an Exchange messaging system environment or familiarity with the topics covered in Exam 70-224

Objective(s): Students learn to implement, manage, and troubleshoot an Exchange Server 2003 organization.

Installing and Upgrading to Exchange Server 2003
Configuring and Managing Exchange Server 2003
Securing Exchange Server 2003
Managing Recipients
Managing Public Folders
Managing Address Lists
Implementing and Managing Client Access with Internet Protocols

Managing Client Configuration and Connectivity
Managing Routing
Managing Mobile Devices with Exchange Server 2003
Managing Data Storage and Hardware Resources
Planning for and Recovering from Disasters
Performing Preventive Maintenance
Migrating Users from Exchange Server 5.5 to Exchange Server 2003

Installing, Configuring, and Administering Microsoft SQL Server 2000 (70-228) \$1,350.00/person

Length of course: 3 class days (18 hours)

Prerequisites: Good grasp of databases and the Windows operating system is required. At least 1 year of prior experience with a relational database package.

Objective(s): SQL Server is Microsoft's client-server DBMS. Students learn to perform administrative tasks and to properly manage a SQL Server system.

SQL Server Overview
 Planning to Install SQL Server
 Managing Database Files
 Managing Security
 Performing Administrative Tasks

Backing Up Databases
 Restoring Databases
 Monitoring SQL Server for Performance
 Transferring Data
 Introducing Replication

Designing Active Directory Services for Windows 2000 (70-219)

\$1,350.00/person

Length of course: 3 class days (18 hours)

Prerequisites: Substantial prior knowledge and experience with Windows 2000. Intimately familiar with Windows 2000 server and knowledgeable about installing and implementing networking services and Active Directory services within Windows 2000.

Objective(s): Students learn to analyze a client's business requirement and design an appropriate directory service architecture, including: Unified directory services, Connectivity between systems and Data Replication.

Forest and Domain Structure
 AD Naming Strategy
 Structure of Organizational Units

Designing Placement of Operational Masters
 Designing Placement of Global Catalog Servers
 Designing Placement of Domain Controllers
 Designing Placement of DNS Servers

Implementing & Administering Security in a Microsoft Windows 2000 Network (70-214)

\$1,800.00/person

Length of course: 4 class days (24 hours)

Prerequisites: Thorough knowledge of Windows 2000 Server, networking services, and Active Directory Services is assumed.

Objective(s): Students learn to design, plan, implement, and support a Microsoft Windows 2000 network infrastructure.

Implementing Group Policy
 Creating User Accounts and Security Groups
 Restricting Accounts, Users, and Groups
 Configuring Account Based Security
 Managing Certificate Authorities
 Managing a Public Key Infrastructure
 Increasing Authentication Security

Implementing IP Security
 Securing Remote Access and VPN
 Configuring Clients for Wireless Security
 Securing Public Application Servers
 Implementing Web Service Security
 Detecting Intrusions and Monitoring Events
 Maintaining Software

Implementing & Administering Security in a MS Windows Server 2003 Network (70299) \$1,800.00/person

Length of course: 4 class days (24 hours)

Prerequisites: Solid knowledge in administering client and network operating systems in environments, and in working with network services and resources.

Objective(s): Students learn to implement, manage, maintain and troubleshoot security for a Windows Server 2003 network infrastructure, as well as plan and configure a Windows 2003 PKI.

Planning and Configuring an Authentication and Authorization Strategy
 Installing, Configuring, and Managing Certification Authorities
 Configuring, Deploying, and Managing Certificates
 Planning, Implementing, and Troubleshooting Smart Card Certificates
 Planning, Implementing, and Troubleshooting Encrypting File System
 Planning, Configuring, and Deploying a Secure Member Server Baseline
 Planning and Implementing Software Updates

Planning, Configuring, and Implementing Secure Baselines for Server Roles
 Planning, Configuring, Implementing, and Deploying a Secure Client Computer Baseline
 Planning and Implementing Software Updates
 Planning, Deploying, and Troubleshooting Data Transmission Security
 Planning and Implementing Security for Wireless Networks
 Planning and Implementing Perimeter Security with Internet Security and Acceleration Server 2004
 Securing Remote Access

Description of various IT courses available as Private Classes:
Prices listed in this section are for classes with a maximum of six (6) students.

Microsoft Courses:

Migration to Microsoft Office 2003

\$1,275.00

Length of course: 1 class day (6 hours)

Prerequisites: Some knowledge of Windows XP or Windows 2000 and older versions of Microsoft Office.

Objective(s): Students are introduced to the new features of Microsoft Word, Excel, PowerPoint, Access, and Outlook 2003.

Using the Office 2003 Environment
 Using the New Features of Word
 Using the New Features of Excel

Using the New Features of PowerPoint
 Using the New Features of Access
 Using the New Features of Outlook Mail
 Using the New Features of Outlook Calendar

Word for Legal Professionals (Word for WordPerfect Users)

\$1,275.00

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to MS Word or equivalent experience.

Objective(s): Students focus on the features of Word that are most commonly used by Legal Professionals. They will learn to solve common problems through the use of Tables, Track Changes, Sections, and Styles.

Basic Editing
 Legal Numbering
 Understanding Styles
 Sections, Section Breaks, and Headers & Footers
 Complex Legal Documents

Tables in the Legal Environment
 Track Changes
 Troubleshooting Word Documents
 Advanced Word Features

Access Macros

\$4,400.00

Length of course: 2 class days (12 hours)

Prerequisites: Solid end-user knowledge of MS Access.

Objective(s): Students learn all about macros in Access.

Understanding Macros
 Macro Window
 Creating and Running Macros
 Simple Macro Manipulations
 More on Running Macros
 Events and Actions
 Action Conditions

Form-level Event Macros
 Control Even Macros
 Report Event Macros
 Import-Export Macros
 Creating Hotkeys
 Switchboards (SB)
 Custom Print Report Dialog Box

MS Office Integration and Collaboration

\$2,400.00

Length of course: 2 class days (12 hours)

Prerequisites: Basic knowledge of at least two Microsoft Office applications.

Objective(s): Students learn to apply the integration and collaboration features of Microsoft Office to complete assignments more effectively and efficiently.

Exploring Microsoft Office Suite
 Web and Email Features

Collaboration Features
 Sharing Data Between Applications

Macros

Microsoft Visio Introduction

\$1,375.00

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Windows or equivalent experience.

Objective(s): Students learn how to design and create diagrams, flowcharts, organizational charts, and other business graphics using Microsoft Visio.

What is Visio?

Creating a Diagram

Formatting Shapes and Diagrams

Connecting and Grouping Shapes

Types of Diagrams

Customizing Shapes and Templates

Importing and Exporting

Microsoft Visio Advanced

\$1,375.00

Length of course: 1 class day (6 hours)

Prerequisites: Comprehensive Introduction to Microsoft Visio or equivalent experience.

Objective(s): Students work with many advanced features, including using drawing tools, creating and working with custom stencils and templates, and sharing Visio drawings with other applications.

Customizing Visio

Drawing Tools

Custom Shapes

Advanced Stencil Techniques

Templates, Styles, and Layers

Sharing Your Work

Printing Diagrams

Designing and Implementing Databases with MS SQL Server 2000 (70-229)

\$1,350.00

Length of course: 3 class days (18 hours)

Prerequisites: Good grasp of databases and the Windows operating system is required. At least 1 year of prior experience with a relational database package.

Objective(s): SQL Server is Microsoft's client-server RDBMS. Students will learn the fundamental skills required to exploit the capabilities of this popular BackOffice component.

Data Modeling
 Creating a Database
 Retrieving and Querying Data
 Data Manipulation with Transact SQL
 Data Integrity
 Indexes
 Migrating and Replicating Data

Views
 Security
 Programmability
 Triggers
 Internet Extensions
 Implementing a Data Warehouse
 Microsoft English Query

Desktop Publishing Courses:**Adobe Acrobat Introduction**

\$1,500.00

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Windows or equivalent experience.

Objective(s): Students learn about the basic features of Adobe Acrobat, and how to create, manage, and edit PDF (Portable Document Format) files.

What is Adobe Acrobat
 The Basics of Acrobat
 Navigation controls

PDF file creation
 Editing PDF files
 Working with annotations
 Distributing PDF files

Adobe Acrobat Advanced

\$1,500.00

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Adobe Acrobat or equivalent experience.

Objective(s): Students learn advanced Adobe Acrobat features to develop forms, use multimedia tools in Acrobat, and use JavaScript to enhance PDF files.

Basics of form development
 Creating and using Forms
 Additional Form options
 Acrobat Distiller

Multimedia
 Buttons
 Indexes
 JavaScript functions
 Acrobat's security tools

PageMaker Introduction

\$2,400.00

Length of course: 2 class day (12 hours)

Prerequisites: Basic experience using Windows and at least one word processing program

Objective(s): Students learn about the elements of the PageMaker screen, how to work with text and graphics, typography, colors, and how to create and finish a publication.

The PageMaker Environment
 Entering Text
 Formatting Text

Master Pages
 Using Graphics
 Working with Colors
 Printing and Exporting

PageMaker Advanced

\$2,400.00

Length of course: 2 class day (12 hours)

Prerequisites: Introduction to PageMaker or equivalent experience.

Objective(s): Students learn advanced techniques to get the most out of PageMaker, including how to manage long documents, create an index and table of contents, and create and use templates.

Advanced Page Formatting
Graphics and Tables
Typography
Advanced Color

Creating Web Pages
Long Document Features
Using Templates
Working with Libraries

Miscellaneous Courses:**ACT!**

\$1,275.00

Length of course: 1 class day (6 hours)

Prerequisites: Familiarity with Microsoft Windows.

Objective(s): Students learn to enter and manage contact information, build schedules, prepare printed and email documents, use ACT!'s sales forecasting and tracking tools, and generate basic reports.

Getting Started and the ACT! User Interface
 Creating and Grouping Contacts
 Managing Contacts
 Using ACT! Scheduling

Using the Word Processor
 Using ACT! Email
 Using ACT!'s Sales Tools
 Generating Reports

C# Programming

\$11,000.00

Length of course: 5 class day (30 hours)

Prerequisites: Basic understanding of .NET framework, experience with programming in C and C++, Visual Basic, Java, or another programming language.

Objective(s): Students learn to utilize major elements of the .NET framework, analyze the structure of C# applications, and be able to document, debug, compile, and run a simple application.

Overview of Microsoft .NET Platform
 Overview of C#
 Using Value-Type Variables
 Statements and Exceptions
 Methods and Parameters
 Arrays

Properties and Indexers
 Using Reference-Type Variables
 Creating and Destroying Objects
 Inheritance in C#
 Aggregation, Namespaces, and Advanced Scope
 Operators and Events
 Attributes

Essentials of Project Management

\$9,250.00

Length of course: 4 class days (24 hours)

Prerequisites: Some prior supervisory experience.

Objective(s): Students learn concepts and skills needed to define, plan, monitor, and manage business projects cost effectively.

Understanding the Project Management Process
 Building Projects Based on Need
 Keys to Success
 Defining the Project

How Organizational Structure Affects Projects
 Elements of Successful Team Management
 Tools and Techniques for Planning
 Managing a Project Through Changes
 Bringing the Project to a Positive Close

FileMaker Pro Comprehensive Introduction

\$2,400.00

Length of course: 2 class days (12 hours)

Prerequisites: Familiarity with Microsoft Windows or Mac OS.

Objective(s): This course introduces users to FileMaker Pro and relational database concepts. Users will learn how to create new databases, define fields, create custom report layouts, and publish those layouts on the internet.

Description of a Database
 Creating a Database
 Working with Data
 More Field Definition Options
 Importing Data from Other Sources

Creating and Using Layouts
 Enhancing layouts
 Creating and Using Forms
 Relational Databases
 Web Publishing
 Database Security

GroupWise Comprehensive Introduction

\$ 3,600.00

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Windows

Objective(s): Students learn to use electronic mail, personal calendar, group scheduler, and task management.

Introduction to GroupWise Capabilities
 Program Groups
 Electronic Mail

Personal Calendar
 Group Scheduler
 Task Management

Java Server Pages (JSP) and Servlets Comprehensive

\$6,600.00

Introduction

Length of course: 3 class days (18 hours)

Prerequisites: Knowledge of Java 2 programming,
 HTML, and Web technologies

Objective(s): Students learn to develop server-side Web applications using Java Server Pages and Servlets

Overview of JSP and Web Applications
 Servlets
 Java Database Connectivity (JDBC)
 Cookies

Java Server Pages (JSP)
 Integrating JSP and Servlets
 JSP Custom Tags
 Java Struts
 Deploying a Java Web Application

Networking Essentials

\$1,375.00

Length of course: 1 class day (24 hours)

Prerequisites: Introduction to Windows or equivalent exposure.

Objective(s): Students learn the conceptual foundation needed to begin a structured course of study in PC networking. This is a suggested prerequisite for students with no previous background in, but will be beginning their MCSE Certification courses, or networking classes in NT, Netware, or Linux.

Basic Networking Concepts
Network Types
Components of a Network

Common Features of an NOS
Basics of the OSI Reference Model
Some Popular NOSs

QuickBooks Comprehensive Introduction

\$1,375.00

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Windows and basic bookkeeping knowledge.

Objective(s): Students learn to set up a company in QuickBooks, and to create invoices, receive payments, pay bills, and view and modify reports for the company.

QuickBooks Application Window
First Steps
Creating Invoices

Receiving Payments
Paying Bills
Viewing Reports and Graphs
Maintenance Tasks

Linux Comprehensive Introduction

\$11,000.00

Length of course: 5 class days (30 hours)

Prerequisites: An introduction to PCs or equivalent exposure.

Objective(s): Students learn the fundamentals of the Linux operating system.

Basic vi Usage
Simple Bourne Shell Scripts
Linux File System Hierarchy and Structure
Basic File Operations
Linux Shell
Bourne and Bash Shells
Basic Kernel Configuration and Recompiling

Basic Security
System Administration
TCP/IP Networking
The netfcg Tool
Name Resolution Configuration
IP Routing
Standard Networking Services

Visual Basic.NET Comprehensive Introduction

\$6,600.00

Length of course: 3 class day (18 hours)

Prerequisites: Basic knowledge of programming concepts and some database experience.

Objective(s): Students learn to develop programs using Visual Basic .NET, including using program control structures, creating user interfaces and connecting to a database.

What is Visual Basic .NET?
Variables and Methods
Program Control Structures
Using Objects
The Microsoft .NET Framework

Working with Data Structures
Building an Application
Debugging and Error Handling
Database Access
Web Access
Advanced Techniques

Website Accessibility (Section 508)

\$1,275.00

Length of course: 1 class day (6 hours)

Prerequisites: Experience creating websites with HTML and Cascading Style Sheets (CSS).

Objective(s): Students will learn to make their web site accessible to users with disabilities as required by Section 508 of the Rehabilitation Act.

Understanding Web Accessibility
Overview of Law and Guidelines
Assistive Technology Browsers and Accessibility
Creating Accessible Content

Design Concerns
Accessible Navigation
Accessible Data Input
Web Tools Accessibility

Lotus Notes Courses:**Lotus Notes Introduction**

\$1,275.00

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Windows or equivalent exposure

Objective(s): Students learn to be familiar with the use of Notes and the basic commands for opening databases, working with documents, and sending and receiving mail.

What is Notes?

Starting & Stopping Notes

Using Help in Notes

Notes Databases

Servers & Directories

Notes Documents

Work with documents

Categories

Workspace

Notes Mail

Name & Address Book

Locking & Security

Lotus Notes Advanced

\$1,275.00

Length of course: 1 class day (6 hours)

Prerequisites: Completion of Lotus Notes Module 1 or equivalent exposure and experience.

Objective(s): Students learn to enhance Notes documents, use advanced Notes mail tools, create actions and agents, and customize and create database views and forms.

Managing Folders

Efficient Mail Management

Accessing Data with Links and Bookmarks

Notes Databases

Message Enhancement

Customizing Personal Workspace

Notes Templates

Notes Mail

Tools

Exploring New Features of Lotus Notes 6.5

\$1,275.00

Length of course: 1 class day (6 hours)

Prerequisites: Experience with basic Lotus Notes R5 client features and functionality.

Objective(s): Students will explore Lotus Notes 6.5 enhancements to the user interface, welcome page, bookmarks, messaging, calendar, to do list, document formatting, and replication.

Notes 6.5 User Interface

Welcome Page

Bookmarks

Messaging

Calendar and To Do List

Documents

Replication

**Lotus Notes Domino Applications
Development I**

\$8,800.00

Length of course: 4 class day (24 hours)

Prerequisites: Completion of Lotus Notes End User and Power User classes or equivalent experience.

Objective(s): Students learn to create databases, construct forms and views, use multi-value fields, and incorporate other techniques using Lotus Notes.

Creating a Database
Building Forms
Enhancing Forms
Creating Views
Formula Basics

Formula Applications
Actions
Pages
Other Types of Designs
Graphics
Additional Topics

**Lotus Notes Domino Applications
Development II**

\$6,600.00

Length of course: 3 class day (18 hours)

Prerequisites: Introduction to Application Development or equivalent experience.

Objective(s): Students learn about the advanced features of Lotus Notes Application Development. They will learn how to design an efficient business application utilizing the specific features of Domino.

Application enhancements
Formula Types
Reviewing formula design
Creating dialog boxes with @Prompt
Data Retrieval

View enhancement
Database Security
Mail Routing and Workflow
Advanced agents
Design template usage

Lotus Notes Domino Systems Administration I

\$6,600.00

Length of course: 3 class day (18 hours)

Prerequisites: Managing/Maintaining Domino Users

Objective(s): Students learn a to install and set up one or more servers, including the needed topologies, client set up, the configuration of the client browser, and how to deploy a Domino Application.

Domino Concepts

Setting up Internal Office and Mobile Clients

Mail Routing

Usage Statistics and the System Log

Network Security

Replication

Installing Domino Server

Setting up a Domino Intranet

Organizing and Monitoring Databases

Rolling out Databases to Servers and Users

Setting up Database Access

Backup Strategies

Lotus Notes Domino Systems Administration II

\$6,600.00

Length of course: 3 class day (18 hours)

Prerequisites: Introduction to Systems Administration

Objective(s): Students learn to perform basic server maintenance and troubleshooting, as well as optimize server performance.

Using the Domino Administrator

Monitoring and Maintaining Servers

Domino Security

Cross Certification Process

Monitoring and Maintaining Mail Deliveries

Inter-Domain Mail Routing

Monitoring and Maintaining Web Servers

Managing Calendaring and Scheduling

Adding Clusters and Partitions

Internet Notes and Firewalls

Server Troubleshooting Strategies

- a. All classes listed previously in the Open Classes section are also available as Private Classes. Corresponding Private Class prices are listed in this section, with a private class price for a six- (6) or an eight- (8) student class as applicable. The recommended class size of six (6) to eight (8) students varies according to the type of software course.

Course	No. of Days	6-Student Class Price	8-Student Class Price
Office Software:			
Microsoft Word Introduction	1		\$880.00
Microsoft Word Intermediate	1		\$880.00
Microsoft Word Advanced	1		\$880.00
Microsoft Excel Introduction	1		\$880.00
Microsoft Excel Intermediate	1		\$880.00
Microsoft Excel Advanced	1		\$880.00
Microsoft PowerPoint Introduction	1		\$880.00
Microsoft PowerPoint Advanced	1		\$880.00
Microsoft Access Introduction	2		\$1,760.00
Microsoft Access Advanced	2		\$1,760.00
Microsoft Outlook Introduction	1		\$880.00
Microsoft Outlook Advanced	1		\$980.00
Using Microsoft Windows 2000	1		\$980.00
Using Microsoft Windows XP	1		\$980.00
Word for WordPerfect Users	1		\$980.00
WordPerfect Introduction	1		\$1,180.00
WordPerfect Intermediate	1		\$1,180.00
WordPerfect Advanced	1		\$1,180.00
Graphics and Desktop Publishing:			
Fireworks Comprehensive Introduction	2	\$4,200.00	
Illustrator Comprehensive Introduction	1	\$2,100.00	
InDesign Comprehensive Introduction	2	\$4,200.00	
Photoshop Introduction	1	\$2,100.00	
Advanced Photoshop (for Designers)	1	\$2,100.00	
Advanced Photoshop (for Photo Retouching)	1	\$2,100.00	
Advanced Photoshop (for the Web)	1	\$2,100.00	
QuarkXpress Comprehensive Introduction	2	\$4,200.00	
MCDST Courses:			
Supporting Windows XP Operating System (Exam 70-271)	2	\$4,400.00	
Supporting Windows XP Applications (70-272)	2	\$4,400.00	

Course	No. of Days	6-Student Class Price	8-Student Class Price
Developer and Project Management Tools:			
Access VBA Programming	3	\$6,600.00	
Crystal Reports Comprehensive Introduction	2	\$4,400.00	
Java Programming	4	\$8,800.00	
Microsoft Project Comprehensive Introduction	2	\$4,200.00	
Web Development:			
ASP.NET Comprehensive Introduction	3	\$6,600.00	
ColdFusion Comprehensive Introduction	2	\$4,800.00	
Dreamweaver Introduction	2	\$4,200.00	
Dreamweaver Advanced	1	\$2,100.00	
Flash Comprehensive Introduction	2	\$4,800.00	
Microsoft FrontPage Comprehensive Introduction	2	\$4,200.00	
HTML Introduction	1	\$2,100.00	
HTML Advanced	1	\$2,100.00	
JavaScript Comprehensive Introduction	2	\$4,800.00	
XML Comprehensive Introduction	3	\$6,600.00	
MCSE Courses:			
Windows 2000 Client Administration (Exam 70-210)	3	\$6,600.00	
Windows XP Client Administration (Exam 70-270)	3	\$6,600.00	
Implementing Windows 2000 Server (Exam 70-215)	4	\$8,800.00	
Managing & Maintaining a Windows 2003 Server Environment (Exam 70-290)	4	\$8,800.00	
Implementing Windows 2000 Network Infrastructure (Exam 70-216)	4	\$8,800.00	
Implementing, Managing & Maintaining a Win 2003 Network Infrastructure (Exam 70-291 & 293)	4	\$8,800.00	
Windows 2000 Active Directory (Exam 70-217)	4	\$8,800.00	
Designing a Windows 2000 Network Infrastructure (Exam 70-221)	3	\$6,600.00	
Exchange Server (Exam 70-224)	3	\$6,600.00	
SQL Server Administration (Exam 70-228)	3	\$6,600.00	
Windows 2000 Directory Services Infrastructure (Exam 70-219)	3	\$6,600.00	
Security in a Windows 2000 Network (Exam 70-214)	3	\$6,600.00	
Planning, Implementing, & Maintaining a Windows 2003 Active Directory Infrastructure (Exam 70-294)	4	\$8,800.00	

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

8. FORMAT AND CONTENT OF TRAINING

(Please see above section for listing)

- a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.
- b. For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.
- c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.
- d. The Contractor shall provide the following information for each training course offered:
 - (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
 - (2) The length of the course;
 - (3) Mandatory and desirable prerequisites for student enrollment;
 - (4) The minimum and maximum number of students per class;
 - (5) The locations where the course is offered;
 - (6) Class schedules; and
 - (7) Price (per student, per class (if applicable)).
- e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

9. "NO CHARGE" TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

Refresher courses are offered to students after they have attended their chosen class on the designated date. Students may attend the same course at the same level free of charge, for one (1) year from the date of the original class, provided that Computer Consultants Corp. is conducting the class for at least two (2) other Open class students on the chosen course date. As with their original class, the student will be provided with a PC for the duration of the class day(s). It is the student's responsibility to carry the original book they were given when they first attended the course.

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Jon Rutenberg at 202-785-8000, write to jonr@cccsolutions.com, or **fax** to 202-785-8006.

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity Date

Contractor Date

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.